

# HERITAGE CHRISTIAN SCHOOL

## CONSTITUTION



1996 - 1997

*"Where Education and Spiritual growth go hand and hand"*

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# CONSTITUTION OF HERITAGE CHRISTIAN SCHOOL

## Article 1- Name

The name of this organization shall be Heritage Christian School, PO Box 147, Rindge, NH 03461; principal office to be located at East Main Street, Rindge, NH.

## Article 2- Accounting Period

The annual accounting period shall be from August 1 through July 31 of each year.

## Article 3- Financial Support

- 1) Sources of financial support shall be monies collected from tuition, private donations and fundraising activities.
  - a) Fundraising activities shall be recommended to the board of Directors by a fundraising committee for consideration and approval.

## Article 4- Purpose

The purpose of the school is to provide a Christian education in accordance with the Holy Bible- King James Version- and to the end that these children may develop their God given talents and occupy their places worthily in society, church and state.

## Article 5- Basis

- 1) The basis of this school is the Holy Bible- King James Version.
- 2) The school is governed by the following guiding principles:
  - a) That all things have been created to the end that the Triune God may be glorified through them.
  - b) That God by his wise and covenant arrangement has appointed the parent to be responsible for the training of the child to the end that God and His Glory shall be central and supreme in life's total experience.
  - c) That the training of the child shall be continued under the parent's responsible supervision in a school that carries out the basic God-honoring, God-centered program begun in the home.

## Article 6- Membership

The requirements for voter membership in the school are as follows:

- a) All parents and guardians of children attending the school are eligible for membership in the school.
- b) All other persons eighteen years of age or older are eligible for membership in the school.
- c) All members of the school shall indicate their agreement with Articles 4 and 5 of this constitution.
- d) Membership includes the privilege of voting at the meetings of the school as well as readiness to participate in the activities in behalf of the school.

The board shall have the authority to determine the eligibility of the persons for voter membership in the school. It shall admit to membership all applicants who fulfill the above requirements.

The school shall admit students of any race to all the rights, privileges, programs and activities accorded or made available to the students at the school and that the school does not discriminate on the basis of race in the administration of its educational policies and other school administered programs.

Notwithstanding any other provision of these Articles, this organization shall not carry on any other activities not permitted to be carried on by a) an organization exempt from Federal Income Tax under section 501 (c) (3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Law or b) and organization contributions to which are deductible under section (c) (2) of the Internal Revenue Code of 1954 or any other corresponding provision of any future United States Internal Revenue Law.

## Article 7- Meetings

1. The school shall hold two regular meetings a year, one in the spring and one in the fall, the exact time and place of such meetings to be set by the Board.
2. The spring meeting of the school shall be the principal business session of the year. At this meeting the annual election of Board members shall take place and the Board shall present for adoption by the school policy shall be discussed and decided at this meeting.

3. At the fall meeting reports on the activity and progress shall be rendered by the principal and by the Secretary and Treasurer of the Board. Any other matter of business may also be discussed and decided at this meeting.
4. Special Meeting may be called at any time by the Chairman of the Board, and such meeting shall be called if requested in writing by at least one-fourth of the members of the school. Such requests must state the reasons for its being called.
5. A majority of those voting (i.e., more than one-half of the votes cast) shall determine the issue in each case except where otherwise required by this constitution. In borrowing money or in the purchase, sale, acquisition or disposal of buildings and land, the affirming majority must constitute not less than two-thirds of those present and voting, and must be at least one-half of the total membership of the school.
6. Elections of the Board shall be by ballot.

#### Article 8- Board of Directors

1. A Board of directors, consisting of seven members, shall be chosen by the organization from among its membership at its regular spring meeting. The first Board of Directors, for the formation of this organization, shall consist of (1) one-year terms, (2) two-year terms and (3) three-year terms. Thereafter each Board member shall serve a term of three years and until his successor shall be elected. Board may serve for 2 consecutive terms.
2. One or more candidates for each vacancy may be nominated by a) the Board of Directors or b) members of the school by presenting such nominations signed by at least four school members to the Board at Board meetings at which such nominations are generally made, the Board announcing such meeting sufficiently in advance.
3. Vacancies occurring during the year shall be filled at the next regular meeting of the school or, at the discretion of the Board, at a special meeting.
4. The Board of Directors shall normally hold one regular meeting each month. Special meeting of the Board may be called by the chairman, the secretary, or any three of its members.
5. All matters shall be decided by the affirmative vote of at least five members.

#### Article 9- Duties of the Board of Directors

The Board of Directors shall perform the following duties:

1. Determine school policies in harmony with this constitution and in accordance with school decisions and be responsible for the care and management of the property of the school.
2. Select a principal and teaching staff who are qualified to carry out the educational program and policies of the school.
3. Devise ways and means for obtaining the necessary fund for operating the school and determine how these funds shall be distributed, provided the purchase, sale, acquisition, or disposal of building and land shall have the prior approval of the school.
4. Visit the school regularly to assure itself of the faithful carrying out of the school's educational program and policies.
5. Appoint out of its membership or the membership of the school such committees as it may deem necessary for the performance of its duties. There shall be at least one Board member on each of the committees specified in Article 11. Committees shall be appointed annually at the first meeting of the Board subsequent to the spring meeting of the school.
6. Establish standards for admission and dismissal of all students.

#### Article 10- Officers of the Board and their duties

1. At the first meeting each year subsequent to the regular spring meeting, the board shall elect the following four officers: Chairman, Vice-Chairman, Secretary, and the Treasurer.
2. It shall be the duty of the Chairman to preside at all the meetings of the Board and of the school to enforce the provisions of this Constitution. The chairman may participate with voice but without vote in all committees of which he is not a member and shall be notified of meetings.
3. The vice-chairman shall assist the chairman or any other officer whenever possible in the discharge of their duties. In the absence of the chairman, the vice-chairman shall take his place and assume his duties.
4. The Secretary shall take care of the official documents of the organization. He shall conduct all correspondence and enter into the records of the organization the minutes of all meetings of the school and the Board, after they have been approved.

5. The Treasurer is entrusted with the organization's funds and makes all disbursements. All monies received by him shall be deposited in the name of the school in a bank approved by the Board, and no disbursements shall be made except by check. No payment shall be made without the approval of the Board. The Treasurer shall report regarding the finances of the organization at the regular meetings of the organization as herein previously defined.

## Article 11- Committees and their duties

1. Education Committee. This committee shall:

- a. Consider all matters relative to the educational program and policies of the school and make recommendations concerning the same to the Board.
- b. Investigate the qualifications of the candidates for the administrative and teaching positions and make recommendations to the Board concerning their appointment and salaries.
- c. Keep itself informed in regard to the scholastic quality and Christian character of the instruction given, the course of study, equipment etc., and make recommendations concerning these and allied matters to the Board.
- d. Strive to maintain educational standards of the State of New Hampshire.

2. Finance Committee. This committee shall:

- a. Recommend to the Board a budget for the ensuing year.
- b. Make suggestions to the Board as to the manner in which the school is to be maintained financially, indicating the various sources of income and how monies are to be collected from these sources.

3. Fundraising Committee. This committee shall:

- a. Recommend to the Board a program of action by means of which funds may be raised to benefit the school.
- b. Make the arrangements for the carrying out such a program in a manner consistent with the policies of the school.

4. Building Committee. This committee shall:
  - a. Concern itself with all phases of the acquisition, proper care, maintenance, and the adequacy of the physical equipment of the school, and make recommendations to the Board concerning these matters.
  - b. Make recommendations to the Board concerning the appointment and duties of the custodian.
  
5. Membership Committee. This committee shall:
  - a. Make recommendations to the Board concerning the eligibility of persons for membership in the school.
  - b. Announce the names of new members at regular school meetings.
  - c. Notify members of the meetings of the school to encourage attendance.
  - d. Maintain an accurate list of the regular members of the school.

#### Article 12- Staff

1. The principal and teachers shall be appointed by the Board after careful consideration of their spiritual, academic, and physical qualifications. They shall be appointed for such terms and with such salary and conditions as the Board may determine, except as herein expressly provided.
2. The administrator and principal must declare unconditional agreement with the doctrines of the Bible, Articles 4 and 5 of this Constitution and must lead exemplary Christian lives.
3. Teachers must be members in full communion of the Christian Church. Teachers must agree with the school's educational philosophy, Articles 4 and 5 of this Constitution and the Statement of Faith of the Heritage Christian School.
4. All teachers as well as the Board shall abide by the terms of the contract entered into by both parties. The terms of such contract become null and void when either party fails to abide by these terms. The Board has the authority to dismiss a teacher who provides to be unfit for the work because such teacher's instruction or personal life conflicts with the purpose and basis of the school.

5. A course of study outlining the work of each grade shall be prepared by the Principal and Education Committee. After approval by the Board such course of study shall govern all instruction in school.
6. The school term shall be determined by the Board, in accordance with the laws of the state of New Hampshire, and such holidays and vacations shall be allowed as may be decided by the Board.
7. The principal, as chief administrator of the school, must attend all Board meetings and may attend at standing committee meetings, participating with voice but without vote.
8. The substance of the Article shall be made a part of all contracts entered into with members of the teaching staff.

### Article 13- Amendments

This constitution may be amended by a two-thirds vote at any regular meeting of the school providing the affirming majority consists of not less than one-half of the total membership, and providing that two weeks' notice has been sent to each member stating the desired change.

Articles 4 and 5 of this constitution are not subject to change.

### Article 14- Dissolution

In the event of dissolution, the residual assets of this organization shall be turned over to exempt organizations as state below in the accordance with the sections 501 (c)3 and 170 (c)2 of the Internal Revenue Code, 1954, or corresponding sections of any prior or future Internal Revenue Code.

In the event of dissolution one-half of the residual assets shall be given to the Central Board, Apostolic Lutheran Church, and one half to a charitable organization recommended by the presiding Board of Directors at the time of dissolution.